

POSITION DESCRIPTION (Please Read Instructions on the Back)							1 Agency Position No R3-117		
2 Reason for Submission <input type="checkbox"/> Reassignment <input type="checkbox"/> Reestablishment <input type="checkbox"/> Exemption (Show any positions released)		3 Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Detail <input checked="" type="checkbox"/> Field		4 Employing Office Location Twin Cities, MN		5 Duty Station		6 CAC Certification No	
		7 For Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt		8 Employment/Financial Stmt Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9 Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
		10 Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Exempt (Specify)		11 Position a <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Non-Managerial		12 Seniority <input checked="" type="checkbox"/> 1-Initial Seniority <input type="checkbox"/> 3-Career Seniority <input type="checkbox"/> 2-Intermittent Seniority <input type="checkbox"/> 4-Back Seniority		13 Competitive Level	
								14 Agency Use	
15 Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Civil Service Commission									
b. Department, Agency or Establishment									
c. Bureau									
d. Field Office		Surveying Technician		GS		817		5	
e. Recommended by Supervisor or Initiating Office		Surveying Technician		GS		817		5	
16 Organizational Title of Position (if different from official title)				17 Name of Employee (if necessary, identify)					
18 Department, Agency, or Establishment Department of Interior				c. Third Subdivision					
a. First Subdivision U.S. Fish and Wildlife Service				d. Fourth Subdivision					
b. Second Subdivision Region 3				e. Fifth Subdivision					
19 Employee Review: This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)					
20 Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge:				that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature _____ Date _____				Signature _____ Date _____					
21 Classification and Grading Certification: I certify that this position has been classified/graded as required by Title 5 U.S. Code in conformity with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.				22 Standards Used in Classifying/Grading Position Standard Position Description R3-117 Position Classification Standard GS-817, TS-2, dated 10/70					
Typed Name and Title of Official Taking Action Charles B. Schires Classification Officer				Information for Employees: The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals and complaints on exemption from FLSA is available from the personnel office or the Commission.					
Signature _____ Date 11/29/90									
23 Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24 Remarks									
Full Performance Level: _____									
<div style="text-align: right;"> Personnel Folder Copy _____ Supervisor's Copy _____ Employee's Copy _____ Classification Copy _____ </div>									

Introduction

Incumbent is a Surveying Technician for a surveying crew. Region 3, U.S. Fish and Wildlife Service. Duties include:

A. Major Duties:

- Operates sighting instruments and electronic distance measuring equipment to measure angles, distances, and differences in elevation on uncomplicated surveys.
- Researches courthouse records and interviews landowners to obtain boundary and ownership information.
- Selects and records descriptive data when complete. detailed survey notes are required.
- Makes elementary computations with the use of a calculator or computer; checks computations of higher grade employees for transposition of figures.
- Makes complete and detailed sketches of survey area. including information on relief, drainage, culture, and conditions under which survey was made; reports on survey findings.
- Files survey material.

B. Factors:

1. Knowledge required by the position

- Highly developed skill and knowledge of surveying equipment and procedures to make accurate measurements on uncomplicated surveys.
- Practical knowledge of laws and regulations affecting surveys and boundaries to carry out survey activities within State legal requirements.
- Specialized skill in record keeping in order to select and record a wide range of data to construct complete and detailed survey notes.
- Ability to recognize and represent on paper all pertinent geographical features of the survey area to make complete and detailed sketches of the survey area.
- Skill in verbal and written communication to interview landowners and to write reports requiring a minimum of review and editing.

- Skill in mathematics to perform elementary computations.
- Skill in operation of motorized vehicles.

2. Supervisory Controls

Work assignments are made in terms of scope and objectives and without specific instructions as to work methods to be employed. Incumbent independently solves technical problems of the type previously encountered, but may receive assistance from the supervisor in cases involving unfamiliar methods and concepts. Completed work is reviewed for appropriate application of methods and for technical adequacy.

3. Guidelines

Detailed guidelines are available in the form of verbal and written instructions from a higher grade employee, surveying texts and handbooks, laws and legal requirements affecting surveys and boundaries, etc. Incumbent uses some judgment to select, apply, and adapt appropriate guidelines.

4. Complexity

Incumbent performs a wide variety of tasks requiring a substantial background and knowledge in surveying methods and techniques, such as operating a variety of surveying instruments to make accurate measurements on uncomplicated surveys⁹ selecting and recording descriptive data to construct complete and detailed survey notes, etc. A high degree of judgment and skill is required in selecting and recording field information to provide adequate coverage in survey notes and sketches. A high degree of skill is also required in the making of accurate measurements with a variety of instruments. Assignments may require incumbent to adapt standard methods and procedures to the individual situation.

5. Scope and Effect

The purpose of the work is to assist in completion of maps and surveys required by the Service for the purpose of land acquisition, development, management and disposal. Incumbent's work contributes to the overall efficiency of the surveys performed and supports the activities of the realty unit.

6. Personal Contacts

Contacts are with co-workers, landowners, county surveyors, other county employees, and refuge personnel.

7. Purpose of Contacts

Contacts are for the purpose of receiving assignments and instructions, and exchanging factual information involved in the survey assignment.

8. Physical Requirements

The work requires physical exertion such as carrying heavy surveying instruments while walking considerable distances over wet, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching, climbing or similar activities. Work requires average agility and dexterity.

9. Work Environment

The work requires both office and outdoor work. Temperatures and weather extremes may be encountered in the performance of outdoor work. Incumbent must conduct duties in a safe and orderly manner so as not to injure self, fellow workers, or property with which entrusted.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. The incumbent is required to obtain and properly wear uniform components within Class _____ and _____.